

Administrative Order



Administrative Order No.: 3-5

Title: Memberships in Professional Organizations

Ordered: 11/6/1962

Effective: 12/1/1962

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter.

POLICY:

Expense:

The county government will pay for membership only in professional organizations from which the county receives a benefit. Memberships and dues to professional and trade organizations will not be paid by the county when the membership is for the individual benefit of the employee to maintain his professional or trade standing with the organization.

Individual Memberships:

Memberships will be in the name of Metropolitan Dade County whenever possible and not in the name of individual employees. In those cases where the organization does not provide for agency memberships, the membership will then be in the name of the department head or division chief and will be considered an adjunct of the position and not the personal possession of the employee currently occupying the position.

Multiple Membership:

Memberships will be budgeted under and administered by the department most closely concerned with the particular organization. Generally, no two departments should pay for membership in the same organization. Where there are multiple requests for membership in a single organization, it must be demonstrated that a sufficient need exists for such multiple memberships.

PROCEDURE:

All requests for membership in professional organizations will be included in annual departmental budget requests. Requests should be justified by a listing of the benefits derived.

This administrative order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Irving G. McNayr
County Manager